



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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June 4, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-65

TO: All ISIS HR Agencies

FROM: Jena W. Cary
Director

SUBJECT: Miscellaneous Insurance Products Authorized for Plan Year 2003-2004

This memorandum is to clarify information provided in OSUP Memo #2003-51, dated April 7, 2003, in reference to products authorized for Plan Year 2003-2004.

The Office of State Uniform Payroll is responsible for the administration of the rules governing state employee payroll deductions. Products that are authorized through the Office of State Uniform Payroll are for all state employees and all state agencies. The only exception to this is higher education state agencies overseen by a Governing Board. The Governing Board has the authority to approve additional products or remove any product per the Boards' established policies.

Agencies can verify all approved products for a particular plan year per the most current VC-02, Vendor/Coordinator Listing, on the bottom of the following web page: http://www.doa.state.la.us/osup/cy_memos_forms.htm. Only those products listed on the VC-02 are approved to be solicited by vendors to all state employees within all state agencies. Products noted in OSUP Memo #2003-51 to be removed from payroll deduction due to low participation must be stopped for the end of the plan year 2002-2003.

If you have any questions, please contact Angel Vernon at (225) 342-5344.

JWC:ACV